|  |  |
| --- | --- |
| **corp-comms:1A_DEC_logo_stationery:Logos:PNGs:DEC_Black.png2011 VET Teacher Training Entertainment**  **Application Form**  (*Please read the “Entertainment Application Guidelines” before completing this form*) | Applicant’s photograph  Please attach a recent passport size photo which shows a full front view of your head and shoulders. If your photo is larger than indicated, please trim to size. Please sign reverse of photograph before attaching. |

**1. APPLICANT DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEC ID number | | |  | | |
| Title | First Name | Last Name | | | |
|  |  |  | | | |
| Residential address | | | | | |
|  | | | | | |
|  | | | | Postcode |  |
| Home phone | | | Mobile phone | | |
|  | | |  | | |
|  | | | | | |
| Email *(your* ***@det.nsw.edu.au*** *email is preferred)* | | | | | |
|  | | | | | |

*Note: Training and event information is emailed directly to the teacher.*

**2. CURRENT POSITION**

Employment status in the NSW Department of Education and Communities

|  |  |  |  |
| --- | --- | --- | --- |
|  | Permanent full-time |  | Above Establishment |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Permanent part-time |  | Temporary |

|  |  |  |  |
| --- | --- | --- | --- |
|  | LWOP *(permanent only)* |  | Casual |

**3. TEACHING PROFILE**

Name of school School code

|  |  |
| --- | --- |
|  |  |

Principal's name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First name | | Surname | |
|  |  | |  | |
| School address | | | | |
|  | | | | |
|  | | | | |
| School phone | |  | | School fax |
|  | |  | |  |

Regional Vocational Education Consultant (RVEC) Region

|  |  |
| --- | --- |
|  |  |

**4. SUBJECT INFORMATION**

Please list the subjects for which you have DEC **accreditation to teach** (this information is available on the DET Portal in Employee Self Service - ESS):

|  |  |  |
| --- | --- | --- |
| **Subject code** | **Subject name** | **No. years taught** |
| *Eg. ITW* | *Industrial Technology - Wood* | *8* |
|  |  |  |
|  |  |  |
|  |  |  |

**OTHER** subjects you have taught in the last FIVE (5) years

|  |  |  |
| --- | --- | --- |
| **Subject code** | **Subject name** | **No. years taught** |
|  |  |  |
|  |  |  |
|  |  |  |

**5. KEY LEARNING AREA/S (KLA’S)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | TAS |  | English |

|  |  |  |  |
| --- | --- | --- | --- |
|  | HSIE |  | PDHPE |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Science |  | LOTE |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Maths |  | Creative Arts |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Primary Education |  | Special Education |

**6. REASON FOR TRAINING**

|  |  |
| --- | --- |
|  | Additional classes |

|  |  |
| --- | --- |
|  | Introduce new course (extend school curriculum) |

|  |  |  |
| --- | --- | --- |
|  | Other reason: |  |

|  |  |
| --- | --- |
|  | Replacement (Complete Section 6 below) |

List all classes in **Entertainment** for2012 at your school

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classes  (Year **11**) | No. of students |  | Classes  (Year **12**) | No. of students |
|  |  |  |  |

List all teachers trained in **Entertainment** (✓Indicate if Head Teacher)

|  |  |
| --- | --- |
|  |  |
|  |  |

**7. FOR REPLACEMENT APPLICANTS ONLY**

Who is being replaced?

|  |
| --- |
|  |

Why is replacement necessary? *(eg. extended leave, transfer, etc.)*

|  |
| --- |
|  |

If replacement is the result of a transfer, to which school has the trained teacher transferred?

|  |
| --- |
|  |

**8. APPLICATION FOR ENTRY OR EXEMPTION**

This section is only to be completed by the applicant if applying for exemption from components of the training program *(please tick appropriate box/s AND provide relevant evidence).*

|  |  |
| --- | --- |
|  | **Industry Specific Training** |

*(Include current training package qualifications and transcripts)*

|  |  |
| --- | --- |
|  | **Senior First Aid** |

*(Include copy of current qualification)*

|  |  |
| --- | --- |
|  | **Certificate IV Training & Assessment** (TAE40110/TAA40104) |

**NOTE:** The Methodology Orientation is a MANDATORY component of training. Exemption from this component will not be granted even if you are accredited in another framework area.

**9. FUNDING SOURCE FOR TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **✓** | **Funding Source**  (please indicate by selecting one box only) | **Signature of Approval**  **School Principal** | **Signature of Approval for RVEC**  Funding Source RTO or Self (where applicable) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1. Replacement** *(Semester 1 ONLY)*  *The school supports the training of the applicant.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2. Allocation** *(Semester 2 ONLY)*  *The school supports the training of the applicant.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **3a. RTO**  *The* ***RTO*** *agrees to meet the costs associated with training.* |  | **3b. RTO**  *The school supports the training of the applicant.* |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4. School**  *The* ***School*** *agrees to meet the costs associated with training.* |  |  |  |
| *Signature of School Principal* | *Signature of RVEC* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **5a. Self**  *For casuals engaged in temporary positions. The school supports the training of the applicant.* |  | **5b. Self**  *I agree to meet the costs associated with training.* |  |
| *Signature of School Principal* | *Signature of Applicant* |

**10. DECLARATION BY PRINCIPAL**

* The information on the attached teacher profile is correct.
* The school understands the nature and extent of the VET teacher training program and agrees to support and release the teacher to complete the training requirements.
* The school is aware of and able to meet the syllabus and resource requirements of this course.
* Selected funding source must be accompanied by appropriate signatures.

|  |  |
| --- | --- |
|  |  |
| *Signature of Principal* | *Date* |

**Privacy Notice**

The information provided by the applicant is being obtained for the purpose of the administration of the 2012 *VET Teacher Training Program* by the NSW Department of Education and Communities. It will be used by the NSW Department of Education and Communities for consideration of the applicant’s admission to the Program and ongoing participation in the Program.

Other persons and/or agencies that will or may be provided with this information are other education authorities in both the public and private sector. Reasons for the collection and disclosure of information are for the purposes of consideration of the applicant’s application to participate in the Program, the applicant’s participation in the Program and other purposes relevant to the proper and prudent management of the NSW Department of Education and Communities VET Teaching Training Program.

The information is provided as part of the applicant’s applying voluntarily to participate in VET Teacher Training. The information will be stored securely.

The applicant may correct any *personal information* provided at any time by contacting VET Teacher Training on 02 9244 5141.

**11. DECLARATION BY APPLICANT**

I understand that if offered a position in the 2012 *VET Teacher Training Program*, I will be obliged to sign an ACCEPTANCE OF VET TEACHER TRAINING, stating that I:

* have read the relevant VET Teacher Training information concerning the training program for the Entertainmentindustry curriculum framework,
* am aware that unless otherwise advised, I will be required to attend all components of the training program, and
* understand that training may be held at venues which may require travel. In some circumstances, overnight accommodation may be required.

All costs associated with participation in the training program will be met from the funding source outlined above. I am aware that all components of this training program will need to be completed within **SIX MONTHS** of commencing training. Failure to complete training within this timeframe may result in the withdrawal from training, incurring additional costs to my school or region, and could jeopardise student accreditation. **VET Teacher Training will only pay the original enrolment fee for TAFE. Teachers who do not meet the TAFE deadlines will be responsible for any re-enrolment fees.**

I certify that the information I have provided on this form is accurate and complete. In applying, I acknowledge that personal information about me will be provided to the NSW Department of Education and Communities (DEC) and that in the interest of proper and prudent management of its training program, the DET may liaise with and share information about me with other education authorities in both the public and private sectors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement of understanding:**  I have | | | |
| 🔿 Completed ***all*** sections of this application form.  🔿 Attached ***copies*** of supporting evidence including my university academic transcript. | |
|  |  |
| *Signature of Applicant* | *Date* |

**12. ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS & INSTITUTION** | **DATE COMPLETED** | **COPY ATTACHED** |
| ***Example****:*  *Certificate III in Information Technology (Software Applications) ICA30105*  *TAFE Sydney Institute – Ultimo College* | *December 2007* | Yes |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

**13. OVERVIEW OF OTHER EDUCATION AND TRAINING RELEVANT TO YOUR APPLICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INSTITUTION** | **COURSE NAME** | **AWARD** | **DATE COMPLETED** | **COPY ATTACHED** |
| ***Example****: Australian Institute of Music (AIM)* | Music (Audio Technology) | *Graduate Certificate* | *December 2006* | Yes |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

**14. RELEVANT EMPLOYMENT / INDUSTRY EXPERIENCE**

Please provide information about employment or work related to your application. Please list experience chronologically, starting with your most recent employment. Relate to the syllabus wherever possible.

**Please refer to the application guidelines before completing this section**. Please provide information about employment or work **related to your application.** Please list experience **chronologically,** starting with your **most recent** employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER DETAILS**  Attach validated evidence of your experience | **TYPE OF WORK**  Attach validated evidence of your experience (Eg: job description). | **TYPE OF EMPLOYMENT** | **DATES OF EMPLOYMENT**  P/T or Casual work - specify total time and/or frequency Eg. Hours per week |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❒ F/T  ❒ P/T  ❒ Casual  ❒ Voluntary | From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

PART B

**SECTION 15: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM**

The 240 hour Entertainment course includes **eleven** compulsory units (140 hrs) and an additional 100 hours of elective units. The units covered in the training programs are listed in the table below.

**NOTE: Units marked with an asterisk (\*) have already been awarded to teachers through RPL.**

**The teachers are awarded the following units through the training program:**

|  |  |
| --- | --- |
| **UNIT CODE COMPULSORY UNITS** | **UNIT TITLE** |
| BSBCMM201A | Communicate in the workplace |
| BSBOHS201A | Participate in OHS processes |
| CUEAUD06B | Apply a general knowledge of vision systems to work activities |
| *CUECOR01C* | *\*Manage own work and learning* |
| *CUECOR02C* | *\*Work with others* |
| CUECOR03B | Provide quality service to customers |
| *CUECOR04B* | *\*Deal with conflict and resolve complaints* |
| CUEIND01C | Source and apply entertainment industry knowledge |
| CUESOU07B | Apply a general knowledge of audio to work activities |
| CUESTA05C | Apply a general knowledge of staging to work activities |
| CUFLGT101A | Apply a general knowledge of lighting to work activities |

|  |  |
| --- | --- |
| **UNIT CODE ELECTIVES UNITS** | **UNIT TITLE**  **(TECHNICAL GENERAL)** |
| HLTFA301B | Apply first aid – (Completion of Senior First Aid Certificate at time of Orientation) |
| *BSBDIV301A* | *\*Work effectively with diversity* |
| CUESTA02C | Operate staging elements |
| CUETGE05C | Maintain physical production elements |
| CUETGE15B | Handle physical elements safely during bump in/bump out |
| MEM18001C | Use hand tools |

To assist in identifying your existing qualifications and experience you are required to map your experience and/or qualifications to each of the following units of competency and provide appropriate evidence. You should include reference to any recent industry specific experience or qualifications you may have.

The term “**recent**” refers to within the last **five years**. This may include:

* **Formal training** through a registered training organisation (validated by transcripts, certificates)
* **Employment** in the industry (duties should be verified by letters from employers, community organisations)
* **Experience** from extra-curricular school activities, public performances etc, (activities and role should be verified by letter from school principal)
* **Other experience** or **skills** relevant to this nomination. (Verified by appropriate person).

**SECTION 16: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)***

#### Supporting evidence MUST be provided on the following pages, mapped to the relevant unit of competency. All tables MUST be completed.

**NOTE:** You do not need to supply evidence for the following core and elective units, however; the unit “**Source and apply entertainment industry knowledge”** should highlight your experience in these units in an industry context.

|  |  |
| --- | --- |
| *CUECOR01C* | *\*Manage own work and learning* |
| *CUECOR02C* | *\*Work with others* |
| *CUECOR04B* | *\*Deal with conflict and resolve complaints* |
| *BSBDIV301A* | *\*Work effectively with diversity* |

You will need to refer to the BOS Syllabus documents Part A & B when completing the mapping of your qualifications and experience against the units of competency. Part B of the syllabus document can be found at:

<http://www.boardofstudies.nsw.edu.au/syllabus_hsc/entertainment-2009-partb.html>

See example below:

|  |  |  |
| --- | --- | --- |
| Unit and title  of Competency | Describe your school or Industry based experience related to this unit of competency | List documents attached supporting your claim of experience  (E.g. copy of certificates, letters from theatre managers etc…) |
| CUFLGT101A**:**  Apply a general knowledge of lighting to work activities | Member of the Sydney Amateur Theatre Company.  Undertook the following on several productions:   * Rigged all lights * Used multi track recording, both digital and analogue * Used digital lighting desk   School based productions:   * Rigged all lights * Used digital and analogue projectors for backdrops * Set up the P.A. system including equalisers, amplifiers, power amps and speakers. | - Letter from president of SATC (J. Smith) attached.  - Letter from school principal attached. |

**SECTION 17A: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)***

NOTE: To gain entry to the training program, you will need to provide evidence of your experience in certain performance criteria from the core units of competency, highlighted in the table below.

*Please expand the tables for additional content below this point if required.*

| **Unit and title of Competency**  **(Compulsory Units)** | **Describe your school or Industry based experience related**  **to this unit of competency** | **List documents attached supporting your claim of experience** |
| --- | --- | --- |
| **CUEIND01C**  **Source and apply entertainment industry knowledge**  1. Source and apply information on the structure and operation of the entertainment industry  2. Source and apply knowledge of industry employment obligations and opportunities  3. Seek information on new technology  4. Seek opportunities to update industry knowledge |  |  |
| **BSBOHS201A**  **Participate in OHS processes**   * 1. Follow established safety procedures when conducting work   2.2 Identify existing and potential hazards in the workplace, report to the appropriate personnel and document  2.4 Report emergency incidents and injuries to designated persons  3.1 Contribute to workplace meetings, inspections or other consultative activities  3.3 Take actions to eliminate workplace hazards or to reduce risks  4.2 Follow organisational procedures for responding to emergency incidents |  |  |
| **CUESTA05C**  **Apply a general knowledge of staging to work activities**  1.3 Mark out stage accurately in accordance with stage plan and directions from supervisor.  1.4 Liaise with ***other production personnel*** to ensure timing of staging installation is appropriate in relation to other production requirements.  2.1 Lay up ***floor*** in accordance with stage plan and directions from supervisor.  2.2 Move and assemble ***set pieces*** in accordance with stage plan and directions from supervisor.  2.3 Follow appropriate safety procedures when laying floor and positioning set pieces. |  |  |
| **CUFLGT101A - Apply a general knowledge of lighting to work activities**  1.1 Confirm work requirements with ***relevant personnel*** with reference to designated lighting plans.  1.2 Correctly identify appropriate rigging and positioning points for ***lights and lighting equipment***.  1.3 Correctly identify cables and connectors used with different lighting components.  1.4 Identify and sort lighting equipment and accessories in preparation for set up, ensuring appropriate handling and taking account of equipment differences.  2.1 Correctly use a ***lighting desk*** to bring up channels for focusing and adjustment.  2.2 Correctly and safely power up ***dimmers*** and set up ***patch system***. |  |  |
| **CUESOU07B**  **Apply a general knowledge of audio to work activities**  1.3 Correctly identify cables used to connect different audio components.  1.4 Correctly identify and sort equipment and ***accessories*** in preparation for set-up, ensuring appropriate handling and taking account of ***equipment differences***.  2.1 Correctly connect, disconnect and position audio system cables, including microphone, speaker, multicore and power feeds, in accordance with supervisor’s instructions and safety requirements.  2.2 Wire the audio system in correct sequence and confirm with supervisor.  2.3 Set ***start up*** and operating settings in ***correct sequence*** and correctly use features of audio desk in accordance with instructions. |  |  |
| **CUEAUD06B**  **Apply a general knowledge of vision systems to work activities**  1.3 Correctly identify cables used to connect components.  1.4 Correctly identify and sort ***equipment*** in preparation for set up.  2.2 Complete cabling of equipment according to supervisor’s instructions and safety requirements.  2.3 Finalise set-up tasks according to supervisor’s instructions and safety requirements, and test operation. |  |  |
| **BSBCMM201A**  **Communicate in the workplace**  1.3 Use effective listening and speaking skills in ***verbal communication***  2.1 Present ***written information*** and ideas in clear concise language to ensure the intended meaning of correspondence is understood by the recipient  3.3 Use communication to develop and maintain positive relationships, mutual trust and confidence |  |  |
| **CUECOR03B**  **Provide quality service to customers**   * 1. Conduct communication with ***customers*** in a polite, professional and friendly manner   1.6 Use active listening and questioning to facilitate effective two-way communication  1.7 Identify potential and existing conflicts and seek solutions in conjunction with parties involved  3.1 Identify customer needs and special needs |  |  |

**SECTION 17B: EVIDENCE TO SUPPORT YOUR APPLICATION FOR ENTRY INTO THE TRAINING PROGRAM *(continued)***

NOTE: To gain entry to the training program, you will need to provide evidence of your experience in certain performance criteria from the core units of competency, highlighted in the table below.

*Please expand the tables for additional content below this point if required.*

| **Unit and title of Competency**  **(Elective Units)** | **Describe your school or Industry based experience related**  **to this unit of competency** | **List documents attached supporting your claim of experience** |
| --- | --- | --- |
| **HLTFA301B**  **Apply first aid** | Do you have a *current* Senior First Aid Certificate? **OR** a transcript with two units of competency (HLTA301B – Apply First Aid and HLTCPR201A – Perform CPR)  Yes ❒ No ❒ | If “yes” please attach a copy to this application. |
| **CUESTA02C**  **Operate staging elements**  1.2 Plot, rehearse and execute cues  1.4 Document modifications  1.6 Run checks on all operable set elements  1.7 Execute scene changes correctly on cue  3.2 Identify faults, and repair or report them |  |  |
| **CUETGE05C**  **Maintain physical production elements**   * 1. Identify dirty or damaged items   1.4 Clean physical elements using appropriate cleaning agents  2.1 Complete minor repairs and maintenance  2.5 Refer specialist repairs to an appropriate colleague |  |  |
| **CUETGE15B**  **Handle physical elements safely during bump in/bump out**  1.2 Pack physical elements safely using appropriate techniques and materials  2.2 Use safe manual handling techniques throughout the loading/unloading process  2.4 Identify hazardous items and load these in a manner which minimizes health and safety risk |  |  |
| **MEM18001C**  **Use hand tools**  1. Select appropriate hand tools for the job  2. Use hand tools to produce the desired outcome – finish, tension, size, shape  3. Adhere to safety requirements  4. Identify repairs required  5. Undertake routine check of tools  6. Store tools safely in appropriate location |  |  |

|  |
| --- |
| **YOUR APPLICATION MUST BE APPROVED BY** |
| **BY YOUR SCHOOL PRINCIPAL AND THE REGIONAL OFFICE** |

**SECTION 18A: APPLICANT CHECKLIST AND SIGNATURE**

In submitting your application, please ensure that you have:

|  |  |
| --- | --- |
| ❑ | **completed** the Applicant Information section |
| ❑ | **completed** the appropriate elements of Section 10 |
| ❑ | **attached** copies of all supporting evidence |

|  |  |
| --- | --- |
| **Teacher Signature:** | **Date:** |

**SECTION 18B: SCHOOL/PRINCIPAL DECLARATION AND COMMENT**

1. The information provided in this application is correct to the best of my knowledge.
2. The school is aware of and able to meet the syllabus and resource requirements of this course.

**Comment:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Principal Name:** | |
|  | |
| **Signature:** | **Date:** |

*\*Forward to your Regional Vocational Educational Consultant (RVEC) for final approval.*

**SECTION 18C: RTO DECLARATION AND COMMENT**

The RTO and school have discussed all options for course delivery. Both parties are committed to the implementation of the Entertainment Industry Curriculum Framework.

**Comment:**

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| **Name:** | **Position:** | |
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| **Signature:** | | **Date:** |

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| *Please Note:* This application will NOT be processed unless the Applicant, Principal and RTO sections have been signed. |

**VET ENTERTAINMENT INDUSTRY APPLICATION GUIDELINES**

**CERTIFICATE III Live Production, Theatre & Events (Technical Operations)**

Delivered at The National Institute of Dramatic Art (NIDA) on behalf of the NSW Department of Education & Communities, Catholic Education Commission and the Association of Independent Schools

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The Certificate III Live Production, Theatre & Events (Technical Operations) program for HSC Entertainment Industry Teachers was developed by the school sectors and NIDA to ensure that Entertainment Industry teachers across NSW are consistently trained.

The course is an upskilling program run over ten days.

When applying for a place on Certificate III Live Production, Theatre & Events (Technical Operations) RTO managers, sector office personnel and applicants need to bear in mind the following requirements:

1. **Applicants must be able to demonstrate knowledge and experience in three out of the four core areas:**

* **Audio:** understanding of connecting the system, cables, speakers, PA, microphones, and basic operation of an audio console
* **Lighting:** understanding lantern types, cabling, rigging, patching and basic operation of a digital Lighting console
* **Staging:** knowledge of basic stage terminology and scenic elements, understanding marking up the stage and scene changes
* **Vision** knowledge and understanding of connectors and signal chain, meaning and use of electrical measurements, familiarity with major types of AV equipment, e.g. projectors (NB. This is the most technical subject in the course)

Knowledge and experience can be demonstrated by providing evidence of attendance at a training course attended within the last 5 years, through completion of unit/s from a Registered Training Organisation, or via evidence of work undertaken at either professional or amateur level.

2. **Participants need to have at least *one* industry production experience in a technical role.** Involvement with amateur theatre is recognised. Other types of organisations or venues could be local theatres, semi-professional groups, and arts centres with performance spaces or professional theatres. Participants need to provide evidence of this in their application (e.g. a supporting letter from a supervisor at the venue or company detailing the activities of a role undertaken there). Additional evidence could be a personal log book showing what activities an applicant undertook during the placement or professional role.

3. **Other technical roles can be school based.** Appropriate evidence could include a letter from the technical manager, senior colleague or the Principal detailing the work an applicant has undertaken on a school production or within the school and a copy of a program showing which role(s) an applicant undertook on a production. Additional evidence could include a personal log book showing what activities an applicant undertook during the placement or professional role.

**Examples of Suitable Evidence may include:**

* A detailed Resume covering industry-related work, with particular reference to technical roles. Please list technical roles undertaken on shows and venues. Include professional venues, community theatre venues and school shows
* Letters of employment from theatre venues / theatre companies / Entertainment Industry
* Theatre programs showing your name and technical role
* Academic transcripts from awarded qualifications, as pertinent to the units of competency
* Copies of certificates and other statements gained by completing training programs in relevant subject areas
* References or testimonials, on letterhead, from your Industry employer or colleagues outlining your responsibilities
* References from industry outlining your responsibilities and skills during periods of employment or work-based experience undertaken with them
* Written descriptions of work-based experience, verified by a third party
* Clear photographs, reports or written descriptions of projects you have worked on as an individual or part of a group, verified by the supervisor or manager (e.g. photo of you building a set, or setting up lighting)
* Extracts from performance review documents (no confidential details included) which are relevant to the units applied for
* Projects or assignments completed as part of a formal education process which relate to the units applied for
* Your job description, if currently working in the entertainment industry
* Completed risk assessments
* Minutes of production meetings you have attended
* Minutes of OHS meetings you have attended
* Written communication from yourself to internal colleagues and external clients supporting knowledge and skills as pertinent to the units of competency
* Any other document or evidence which demonstrates your competency in the units applied for

**NOTES**

**Vision** encompasses the understanding and setting up of AV systems using correct cabling – e.g. DVDs, video recorders, monitors, LCD projectors etc.

**Staging experience** can include backstage crewing, set building or stage management.

While directing and acting experience are useful in gaining an overall knowledge of the industry, evidence of these types of roles included on an application cannot be considered in place of the core technical areas of lighting, audio, vision and staging. The qualification’s focus is technical operation.

If an application does not show sufficient evidence of the above requirements, it will be returned to the Sector manager with relevant feedback.

If a potential participant needs to upskill in any of the areas, we suggest undertaking a short course or a work placement at a local venue before applying for the Certificate III Live Production, Theatre & Events (Technical Operations).

**ASSESSMENT**

NIDA VET courses use competency based assessment. Competency based training and assessment means that participants are not just asked to read and write about an area that they are training in, but need to demonstrate that they actually have the knowledge and abilities to perform the job at industry standard. Some assignments and assessments are based on traditional written reports, exercises or tests but most assessments for VET courses at NIDA require participants to demonstrate their ability to perform practical tasks. Assessment is determined by Entertainment Industry standards and practices.

During the Teacher training program for Certificate III in Live Production, Theatre & Events (Technical Operations), assessment is conducted in an on-going, holistic way. Practical tasks undertaken by participants during the training sessions will be used to assess theircapability in relation to the performance criteria from the units of competency. A list of the units of competency which make up this program is available on the application form for Teacher training and during Orientation. The performance criteria and lesson plans are available on the first day of the course.

**VET Entertainment Industry Training Program**

**Dates:**

**Semester 1, 2012**

**Orientation:** 15th and 16th March

**Week 1:** Monday 30th April - Friday 4th May

**Week 2:** Monday 7th May – Friday 11th May

**Semester 2, 2012**

**Orientation:** Thursday 16th and 17Th August

**Week 1:** Monday 27th August - Friday 31st August

**Week 2:** Monday 3rd September – Friday 11th September

**Due to the holistic nature of the training and assessment, participants MUST attend all sessions.**